

DUDLEY HIGH
SCHOOL
EXAM/TEST
POLICY

1. EXTERNAL

EXAMINATIONS

i) Organizing the External Examination is the responsibility of the Vice Principal who may delegate certain responsibilities to some staff members.

The responsibilities include:

- Registration of candidates (FY10E, FY12CE, FY13CE)
- Correspondence with the Ministry on all the matters relating to the registration of candidates and the actual Examinations
- Liaise with the chief Supervisors
- Preparation of Rooms
- Attend to all matters for the 3 Examinations when in session.
Organize teachers for checking students in time and for prayer.
- Opening and sealing of papers / collection of spares

ii) There's to be **NO MARKING** of External Examination Papers by those recruited to be Markers between 8.00 – 3.30pm when school is in session

iii) Desk Arrangement for External Exams Form: Teachers, Assistant Form Teachers and Level Deans of Rooms:

Year 10, 12 and Year 13 are to see the following

- All desks should be emptied out
- Remove all display and notices from the Notice Board
- Clean the room properly (floor, windows, etc)
- Arrange the required number of desks in the room
- Take the spare desks and chairs to the spare room
- Once room is ready inform the Vice Principal/Assistant Principal to inspect your room.
- Once inspected you can dismiss your students to go home
- Form Teachers and Assistant Form Teachers of other Form are to also clean your rooms and remove all unnecessary material from the room
- Your rooms are also to be inspected before dismissing the children.

2 INTERNAL

i) Organization

Organizing the Internal Examination is the responsibility of the Vice Principal who may delegate

Responsibilities to other staff members.

The responsibilities include:

- Preparation of the Examination time table
- Preparation of the supervision roster) if the whole school is having the examination together)
- Arrange for recess, lunch and after school supervision/ period supervision is used.

ii) Paper preparation

Allocation of paper preparation is the responsibility of the Head of Departments

- All papers must be handed in to office on the specified date.
- HODs are to vet the papers in each department before forwarding for printing. Each paper should be signed by the HOD to indicate having been checked before printing.
- Subject teachers should take extra care when proof reading to eliminate as many corrections as possible.
- Collation of class sets for each paper is the responsibility of each examination subject teacher. (assistance would be provided when possible)
- Marking – Subject Teachers

3. EXAMINATION INSTRUCTION

Please adhere to these instructions during the duration of the examination to ensure that we are

All working together to prevent any confusion

- Check your supervision times and inform the Vice Principal of any clash.
- Be physically present in class in all you scheduled supervising time to ensure order in the class especially before a paper.
- Papers are to be so organized by the 1st supervisors that they end at the scheduled supervised time. **NO PAPER SHOULD FINISH AHEAD OF TIME** to prevent any unnecessary noise for other classes.
- Be punctual to all your scheduled supervision time to minimize any conflict.
- If you are not a subject teacher at the end of a paper, leave it in the Library/office.
- Mistakes still in the paper after printing are to be corrected before reading time.
- Supervisors are to supervise the exams and see that there is no cheating

- Supervisors must not be marking while supervising or remain static up front.
- Students who are absent must be marked on the Form List.

4. **SUPERVISION TYPES**

There will be two types of supervision

Block Supervision – where the Vice Principal / Assistant Principal will prepare supervisions for all the forms.

Periodic Supervision – all teachers are to supervise in their own teaching schedules.

5. **EXAMINATION TIME**

The Examination time will be decided by the academic committee and will be communicated to all in advance to assist in preparation for the papers.

6. **REPORT WRITING**

Report writing – by Form Teacher

- Numbers of Days absent
- Mid-Year – Beginning of the year to end of June
- Final Examination – whole year absence
- Position – worked out on all papers sat for in the examination

- Average only – if medical certificate or letter produced to explain absence
- Avoid erasures
- Write name where provided

7 REPORT CARDS

Reports to be compiled by the Form Teachers and Assistant Form Teachers using the standard template provided.

8. PRIZE– at the end of the year.

All prizes will be awarded as in the Continuous Assessment Criteria set out by the school.

Overall Excellence

- Character
- Academic
- Extra Curriculum Activities
- Sports
- Attendance

Principal's Special Prize

Prerogative of Principal

- All subjects to have a topic test worth not less than 20 marks every month
- These marks are to be recorded as percentage and analyzed
- Copy of the topic test questions and analysis are to be forwarded to HOD/Form Teacher
- All test/exams conducted should be followed with a remedial and should have records
- All forms will have a set of examinations – see academic framework.
- Exam papers should be prepared and submitted with blue print/ question paper/answer book/model answers for printing/photocopying or otherwise approved by Academic Principal by the specified due date.
- All submissions for exams to be signed and approved by HOD before forwarding for approval of photocopying by Academic Principal
- Exam papers prepared should have neatness, legibility and reflection of a standard paper layout and type set
- All exam papers to be of standard type set.



FROM WITHIN OUT
2352 DUDLEY HIGH SCHOOL

SCHOOL THEME: YEAR OF _____

_____ DEPARTMENT – YEAR

LEVEL _____ SUBJECT

EXAMINATION

QUESTION PAPER

- Instructions clearly indicate with paper summary – no fancy/ heavy/bold font unless emphasizing on certain instructions or word in a question.
- Exam papers without blueprint/model answers will not be printed/ photocopied unless specified/ approved by academic principal
- Exam papers submitted late will be printed/photocopied late
- Any changes in the paper should come with an ERASE SHEET
- Exam papers typed should have page numbers clearly indicated
- All exams paper that are photocopied should be stapled/checked and submitted to Academic Principal for safe keeping well in advance and not just prior to the examination (as specified in the Term Calendar)
- Exam papers will only be handed back to the teacher for marking if the model answers are submitted
- Papers submitted for photocopying should be through the request from which needs to be completely filled and signed
- After each exam, the papers are to be marked and marks properly analyzed and a copy of this submitted to Form Teacher/HOD before the due date
- The marks to be entered correctly in the exam Report Card for each form by the respective Form Teachers. These marks should be error free and no erasers are to use unless approved by Principal.
- The reports are to be checked thoroughly and have analysis on left with marks on right hand side of the reports.
- SWOT analysis done for all exam entered before it is submitted to the Principal